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## Safe Job Procedures

Name of Job: <b>Ergonomic Computer Use</b>	Development Date: <b>March 30th, 2011</b>	Developed By: <b>CSNS</b>
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### Possible Hazards Present

Musculoskeletal injury (MSI)	Headaches	Eye strain
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### Personal Protective Equipment (PPE) and Devices Recommended

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### What is a proper Ergonomic safe job procedure to follow?

- Chair:** Adjust chair, comfort is important  
Adjust seat height so that your forearms are parallel to the floor or sloping slightly downward.  
Shoulders should be relaxed and not hunched and elbows and upper arms should be close to your body.  
Adjust the back rest angle of your chair to feel comfortable.  
Use a foot rest if required so that you thighs are parallel to the floor or sloping slightly downward.
- Monitor:** Should be directly in front of you  
Screen should be approximately an arm's length away.  
The top of the screen should be at eye height and free of glare and reflections
- Mouse:** Use a mouse pad close to the keyboard to prevent over reaching  
Use a straight wrist.

Please note: This document is for information purposes only as a guide. The safe job procedures (SJP) and safe work practices (SWP) created for your workplace should reflect your organizations processes, equipment and hazards as identified by a hazard analysis. Construction Safety Nova Scotia does not assume responsibility for the use of information in this document. If assistance is needed to complete a SWP and SJP for your organization please contact CSNS member services at [constructionsafetyns.ca](http://constructionsafetyns.ca) or 1.800.971.3888.



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- Laptops:** Whenever possible, connect to an external keyboard and mouse and position screen above desk height.
- Breaks:** Have a break to relieve the fixed posture and fixed visual focus.  
Varying the task throughout the day is best  
For extended computer work, short frequent breaks for 2-3 minutes, every 20-30 minutes, is recommended.
- Maintenance:** Keep your equipment in good working order.  
Screen flicker, sticking keys on keyboards and rough running mice should be adjusted, repaired or replaced.